

JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I
\$5,311 - \$6,598
ENFORCEMENT BRANCH HEADQUARTERS
SACRAMENTO
9342 Tech Center Drive

RESPONSIBILITIES:

Under the direction of the Senior Management Auditor, Enforcement Branch, the incumbent will provide direct supervision to the Local Assistance staff and will also develop, maintain, and oversee the operations of this unit. The incumbent may also act on the behalf of the Senior Management Auditor in his/her absence; identify staff training needs; provide indoctrination and remedial training as needed; and handle other administrative matters including personnel issues and ITS needs; and other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to act independently, with open-mindedness, flexibility, and tact;
- Ability to communicate direction to staff quickly and clearly;
- Ability to handle multiple responsibilities including organizing and prioritizing workload to meet deadlines;
- Customer service oriented;
- Excellent interpersonal skills and ability to work with all levels of the organization;
- Knowledge and proficiency in the use of personal computers and standard office software;
- Excellent analytical, writing, and verbal communication skills;
- Willingness to learn and adapt to change.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. **Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.**

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

All applicants, regardless of the type of eligibility, must provide proof of meeting the Minimum Qualifications of the classification in order to be eligible for final appointment. To view the Minimum Qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

APPLICATION PROCEDURE:

Please **mail** a completed standard [State Application STD 678](#), A Statement of Qualifications, a Criminal Record Supplemental Questionnaire, and proof of meeting the minimum qualifications of the classification to Suzanne LaChance, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

NOTE: **Failure to include a completed Criminal Record Supplemental Questionnaire with your application may eliminate you from being considered for the position.** The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site: <http://jobs.ca.gov/pdf/crsq.pdf>.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted.

PLEASE INDICATE “STAFF SERVICES MANAGER I, PSN # 413-189-4800-003 RPA 14-278” ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered. For additional information, please call Suzanne LaChance, (916) 492-3300.

FINAL FILING DATE: November 25, 2015, by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

NOTE: If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

11/10/15 SL

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331